

How to Get Up and Running in a WebEx Webinar



1. Plug in your headset first and ensure the



volume on your computer is up.

2. Click on the webinar link that has been emailed to you in order to log into the WebEx webinar.

You must use Google Chrome as your Internet browser.

If WebEx has not yet been set up in your Chrome browser, you may be prompted to complete the following:

a)

Step 1 of 2: Add WebEx to Chrome

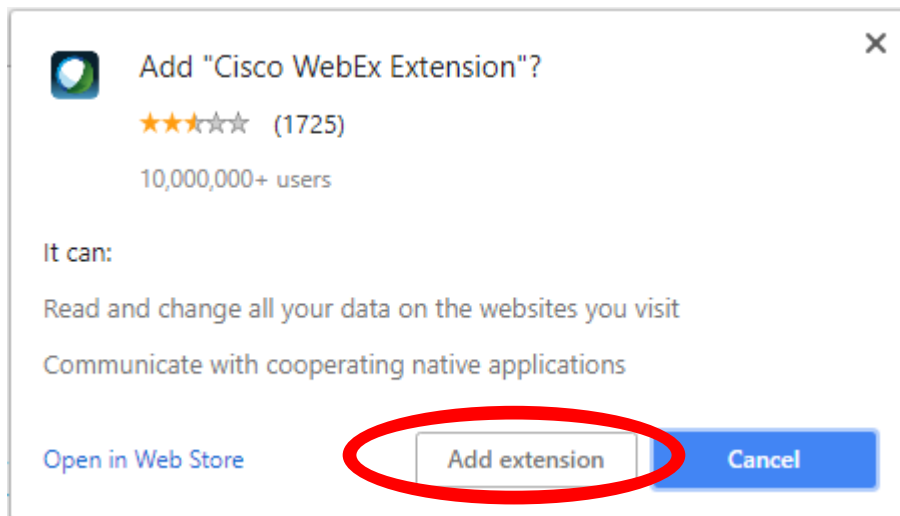
Follow this one-time process to join WebEx meetings quickly in the future.

A green oval button with the text "Add WebEx to Chrome" in white. The button is highlighted with a red circle.

Add WebEx to Chrome

Don't want to use an extension? [Run a temporary application](#) to join this meeting.

b)



c)

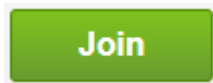
Step 2 of 2: Install WebEx

Follow these steps to install Cisco WebEx:



Still having trouble? [Download WebEx again](#) or run a temporary application to join this meeting immediately.


3. Click the “Join” button:



4. Enter your Display name (your first and last name) and Email Address:

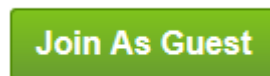
● It's time to join.

Don't have an account?

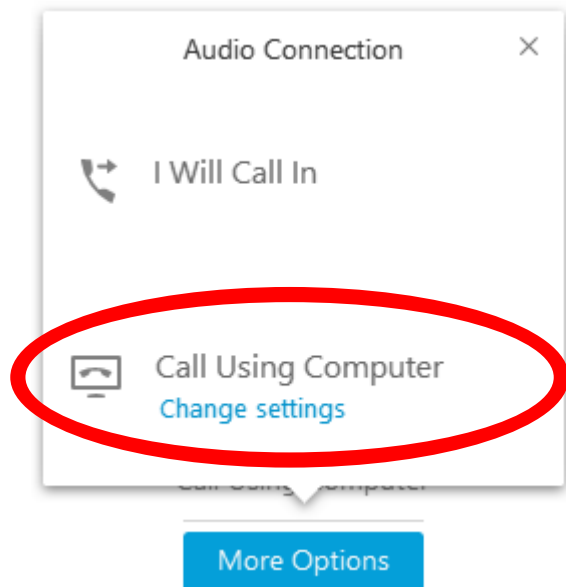
 Your Display Name:

Email Address:

5. Click “Join As Guest”



6. Click "Call Using Computer":



7. The webinar host will conduct a sound test approximately 5 minutes before the webinar begins. Please ensure you can hear the host clearly and that you can see the Powerpoint slides up on the screen.
8. You will use the "Chat Box" to communicate during the webinar.

Please ensure you keep all webcam devices off for the duration of the webinar since we will not be making use of this feature.

9. When the webinar is over, click "Leave Meeting", found under the "Quick Start" tab:

